

**PROCEEDINGS OF BOARD OF TRUSTEES MEETING**  
**December 4, 2006**

A special meeting of the Board of Trustees of the Idaho State Historical Society was held on December 4, 2006, at the Idaho History Center in Boise, Idaho. Present: Trustees Earl Bennett, Tom Blanchard, Tony Edmondson, Judy Meyer, Eugene Place, and Jess Walters. Excused: Trustee Paul Link. Staff Present: Keith Petersen, Interim Executive Director; Milan Kovach; Linda Morton-Keithley; Jody Ochoa; Annette Polidori; Ken Reid; Ken Swanson; Bobbi Viker; and Steve Walker. Guest Present: Blaine Bake, State Historic Records Advisory Council (SHRAB); Julie Cloud, Division of Human Resources; and Donna Walker, ISHS consultant.

The meeting was called to order by Chairman Tony Edmondson at 9:00 a.m.

Keith Petersen introduced Julie Cloud, Division of Human Resources (DHR), who explained the free services which DHR can provide to assist the Society with its search for a new executive director. As part of the discussion, Donna Walker, ISHS consultant, presented an overview of the existing budget and the dollars that will be necessary to cover the cost of the search and other issues affecting the year's available appropriations. It will be necessary to seek a FY2007 supplemental appropriation to handle the projected shortfall.

Donna Walker also reported that the federal grant indirect cost rate has been approved at 47.53% and that the cooperative agreement with the Idaho Department of Transportation has been renegotiated.

After discussion, Trustees Walters, Blanchard, and Bennett volunteered to serve on the Executive Director Search Committee. It will be left to the Committee to appoint a chair and to determine other individuals who should be pulled into the effort. The Committee will determine the position criteria and qualifications within the next 2-3 weeks so that the effort can begin.

Chairman Edmondson reported that the State Board of Education has approved the recommendations of the ISHS Board of Trustees and appointed Fred Walters to the District 3 Trustee position and Bert Marley as the District 6 Trustee. He also reported that the Legislative Services Auditors intend to postpone its normal three-month post audit to six months.

Bobbi Viker presented the new ISHS Centennial publication *Idaho, the Heroic Journey*. This publication retails for \$49.95. After discussion, Trustee Place moved, seconded by Trustee Blanchard, and carried, that trustees and appropriate full-time and part-time ISHS employees (to be determined by Keith Petersen and Bobbi Viker) would receive one complimentary issue of the publication. Additionally the Board approved that trustees and employees would be offered a 20% discount (or \$39.96) for additional copies, and that ISHS members would be offered the same 20% discount.

Keith Petersen reported on the Capitol Restoration Project. A MOU between ISHS and the Department of Administration is being drafted and should be completed within the next few weeks concerning the Society's responsibilities in the restoration effort. It will request that the Society continue to be represented on the Display Committee. Ken Swanson is coordinating the

Society's efforts on cataloging, moving, and storing the artifacts currently in the building and Linda Morton-Keithley is spearheading the archives component of the work being done, with Steve Walker and Rod House conducting historic documents training with Statehouse staff.

Steve Walker informed the Board that the continuing resolution relative to the proposed Records Legislation has been approved by the Records Task Force and will be presented to the Legislature during the 2007 session. It is anticipated that Representative Clete Edmunson will sponsor the resolution.

Keith Petersen reported that an email has been sent to Governor Risch asking for his appointment of Keith Petersen to the position of State Historic Preservation Officer.

At 12:00 noon, Trustee Meyer moved, seconded by Trustee Walters, to recess the special meeting and enter into executive session per Idaho Code Section 67-2345(1)(b) to consider personnel matters. The roll call vote was unanimous.

At 1:30 p.m., Trustee Place moved, seconded by Trustee Blanchard, to adjourn the executive session and reconvene the special meeting. The roll call vote was unanimous.

Annette Polidori updated the Board on new accounting procedures that have been implemented in the Fiscal Office relating to P-Cards and travel reimbursements.

Jody Ochoa informed the Board that conversations have been taking place with an outside facilitator to oversee the Agency Strategic Planning project. She presented three variations of services which could be provided. After discussion, Trustee Place moved, seconded by Trustee Blanchard, and carried, to enter into agreement with the facilitator to provide the most comprehensive version (quoted price of \$8,500).

Keith Petersen distributed a draft MOU with the Friends of Franklin Association. Milan Kovach, Jody Ochoa, and Keith have scheduled a meeting with the organization later in the week in Franklin to discuss this MOU and other issues relative to the historic site.

After discussion, it was decided to forgo the Legislative Reception in conjunction with the 2007 Session. Instead, the Board of Trustees will personally host a private dinner with members of JFAC being invited.

Keith Petersen asked for suggestions relative to the FY2008 presentation to JFAC. It has been determined that a supplemental request will be made to include an additional "accountant/grants" professional in the Fiscal Office. Keith and Donna Walker will work on the request.

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Chairman Edmondson discussed the need for developing a variety of internal policies and the formalization of several procedures. The Board directed that quarterly financial statements be presented at each future Board Meeting.

At 4:30 p.m., Trustee Place moved, seconded by Trustee Blanchard, to adjourn the special meeting and enter into executive session per Idaho Code Section 67-2345(1)(b) to consider personnel matters. The roll call vote was unanimous.

Respectfully submitted,

Keith Petersen  
Interim Executive Director